

19 December 2022

## Guideline for Shipping Instruction

To better improve efficiency for your Shipping Instruction (SI), so as to reduce document turnaround time, we would like to provide the following guidelines to facilitate our Bill of Lading (B/L) preparation. Please kindly refer to below Check List for Shipping Instruction (SI) Submission.

### SI Checklist

No.	Item	Remarks
1	Booking Number / BL Number	Please input nominated B/L number on SI for combined B/L of shipment, otherwise the smallest booking number will be the default B/L number.
2	SCA# or Rate Filing Agreement#	Not accepted to change during SI submission including Named Account (if applicable).
3	U.S. House B/L Information (NVOCC shipment only)	Accept House B/L filing for shipment to U.S. only
4	Shipper	Please provide full company name and address with telephone number and email address * Missing Notify Party will be defaulted same as Consignee * Telephone number and email address are mandatory
5	Consignee	
6	Notify Party	
7	Also Notify Party	
8	Feeder Vessel	Please request on SI for Feeder BL, otherwise, Mother Vessel BL will be arranged.
9	Vessel and Voyage	
10	Place of Receipt	1) If information is not indicated or missing in SI, will proceed by Booking Information 2) If any discrepancy between Booking and SI, we will proceed B/L by following Booking Information
11	Port of Loading	
12	Port of Discharge	
13	Place of Delivery	
14	Service Type (Origin – Destination)	CY-CY / CY-Door as per Booking record
15	Marks & No's	1) Please state N/M in case of No Marks 2) If information is not indicated, we will proceed as N/M 3) Do not accept graphic attachment as shipping marks
16	Container No. / Seal No.	Please provide Container Number with associated Booking Number
17	No. of Package	1) Do not allow to use "Pallet" as package for US shipment 2) Total package shall be consistent between sum of package and breakdown
18	Description of Goods	1) To meet the local customs requirement, you're required to provide a clear and precise cargo name. Cargo content must be provided at each container level. 2) If DG cargo mixed with non-DG cargo in the same container, please separate by cargo item and provide break down list.

19	HS Code; HTS Code (for U.S. only)	Minimum 6-digits is required For shipment to Brazil, 4-digits NCM code is required.
20	Gross Weight (KGS)	Gross Weight and Measurement must be provided for each cargo item
21	Measurement (m3)	
22	B/L Type	Please specify OB/L (Original) / WBL (Sea waybill), otherwise OB/L will be default
23	B/L Issue Place	Please indicate the B/L Issue Office: Hong Kong / Shenzhen / Guangzhou /Zhongshan/ Xiamen, otherwise, we will default related office of "Place of Receipt" as Issue Office
24	Payment Terms / Payment Place	1) Please indicate payment terms (Prepaid or Collect) and the Payment Place for Ocean Freight and surcharges. 2) If no indication of Payment Place of origin local charge, we will default related office of "Place of Receipt" as Payment Office
25	Payer Name	1) Please indicate payer name or will default as the Booking party for prepaid charge 2) For payment request at 3rd country, please indicate full payer company name and address with customer telephone number and email 3) For shipment with credit facility, please indicate assigned payer customer code
27	RUT (Tax ID) - Chile	Chile Customs Regulation
28	Container Tracking Notes Number (CTN) - Senegal	CTN are required to be shown on BLs for shipment to Senegal
29	TAX ID - Mexico	Consignee and Notify Party must provide Tax ID
30	TAX ID - Indonesia	Consignee Tax ID is mandatory but not necessary to be shown on BL
31	CUIT (Tax ID) - Argentina	Both Consignee and Notify party details must be complete (full name, complete address in Argentina Tel number and local tax ID number - CUIT)
32	NIT (Tax ID) - Colombia	Consignee and Notify party details must be complete Full name, full address Number, Tax ID Number (NIT)
33	Cargo Value - India	Must declare Cargo Value and will not mention in BL copy
34	ACID Number Egyptian Importer VAT Number Exporter Registration Number	Egypt Customs Regulation effective from 2021-10-01
35	Other shipment Instruction	Please indicate any special requirement if needed

 Mandatory item

Remark:

1. Accept character in English only
2. Mandatory item will be subject to change with latest BL countries requirement at origin, destination, or transshipment port (if applicable) as per released by countries authorities.